

DISTRICT PARK MANAGER

DEFINITION:

Under general direction, to administer a large number of Park and Recreation facilities; to administer a department-wide program such as safety, training, transportation/vehicle coordination; to coordinate utilities or develop activities promoting park use; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

District Park Manager is responsible for park and recreational services and facilities within an assigned geographic region of the County. In addition, a District Park Manager administers a department-wide support service for all regions. It is distinguished from the lower class of Supervising Park Ranger, in that the latter supervises staff in a major park and recreation facility and perhaps nearby small facilities, rather than park and recreation facilities in a region.

EXAMPLES OF DUTIES:

Reviews program and maintenance needs with Supervising Park Rangers; estimates costs of equipment, supplies and work force; develops priorities, tentative budgets and presents to departmental management; administers contracts for the operation of community centers; develops agreements for operations and maintenance; trains and supervises others in the development of interpretive programs; works with residents of Community Service Areas to plan park and recreation programs; develops funding, and maintains continuous administrative fiscal audits of these activities; administers department-wide programs as assigned; works with Park Planners, community groups and contractors to assure useful, economically maintainable Park and Recreation facilities at minimal cost; explains and interprets Park and Recreation plans, policies and procedures to interested community groups, gathering responses from these groups and recommending change when desirable; and assists in gathering and entering data into a micro-computer.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Park planning processes.
- Park design to minimize maintenance costs.
- Administration of a variety of park features such as picnicking, camping, natural history, history, community usage and equipment and facilities.
- Governmental budgeting processes.
- Contract and Community Service Area administration.
- Personnel management principles.

General Knowledge of:

- The General Management System in principle and practice.

Skills and Abilities to:

- Estimate construction and maintenance costs.
- Supervise and train personnel.

- Manage operational expenditures of regional parks, including budgeting, prioritizing, and scheduling.
- Communicate with a variety of community groups and a wide variety of governmental agencies to devise mutually agreeable programs and plans of action.
- Write clear, concise reports and research papers.
- Perform microcomputer operations.

EDUCATION/EXPERIENCE:

Education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in park administration, park design or closely related field such as biology or sociology; AND, one (1) year of supervisory experience in a park-related field; OR, two (2) years of any of the above college level courses; AND, two (2) years of experience as a Supervising Ranger.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California driver's license will be required at the time of appointment and must be maintained throughout employment in this class.

Note: Candidates may be required to provide their own transportation on a reimbursement basis and may be required to reside in County housing.